

STATE OF CALIFORNIA

JOHN CHIANG,
California State Controller

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: August 24, 2007

CALATERS LETTER #07-003

TO: All Agencies Participating in the California Automated Travel Expense Reimbursement System

FROM: ELEANOR ALVAREZ, Manager
California Automated Travel Expense Reimbursement System (CalATERS)

RE: CalATERS 2007-2008 FISCAL YEAR ACTIVITIES

The budget for fiscal year 2007/2008 is expected to be signed by the Governor soon. Once the budget is enacted, the CalATERS staff will update various CalATERS files for the agencies that have requested assistance in modifying data in CalATERS for new budget year accounting data. The update process will take up to two (2) weeks to complete. A schedule will be released to identify the update date for each agency.

Once the files are updated with the fiscal year 2007/2008 budget information, please remember to use specialized account coding to each fiscal year 2007/2008 expense claim that was in progress prior to the file updates or awaiting department accounting approval. Failure to use specialized account coding will require agencies to process fund corrections on claims with expenses incurred after June 30, 2007.

Please contact the CalATERS Help Desk if there are any questions regarding the above information.

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